



City of Burbank - COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

AUTHORIZATION TO SIGN PERMITS FOR CONTRACTOR

**THIS IS AN APPLICATION ONLY TO ADD AUTHORIZED SIGNORS IN ORDER TO OBTAIN BUILDING PERMITS.
WORK IS NOT AUTHORIZED UNTIL A BUILDING PERMIT HAS BEEN ISSUED AND FEES HAVE BEEN PAID.**

COMPANY NAME

LICENSE

BT#

ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

PERSONS AUTHORIZED TO SIGN PERMITS AND THEIR SIGNATURES (PLEASE TYPE OR PRINT CLEARLY):

NAME

SIGNATURE

NAME

SIGNATURE

NAME

SIGNATURE

NAME

SIGNATURE

NAME

SIGNATURE

OFFICER NOTARIZATION

I HEREBY AUTHORIZE THE ABOVE-LISTED PERSON(S) TO ACT ON MY BEHALF IN OBTAINING PERMITS AND/OR A CITY BUSINESS LICENSE FROM THE BURBANK BUILDING DIVISION AND TO SIGN PERMIT APPLICATIONS ON BEHALF OF THIS STATE LICENSE. I DECLARE I AM PROPERLY REGISTERED AND/OR LICENSED AS REQUIRED BY THE CITY OF BURBANK AND THE STATE OF CALIFORNIA, AND I ASSUME FULL RESPONSIBILITY UNDER THE LAW FOR PERMITS ISSUED TO PERSON(S) AUTHORIZED TO ACT ON MY BEHALF.

THE TERM OF THIS AUTHORIZATION SHALL BE:

☐ LIMITED TO THE FOLLOWING PROJECT: _____

☐ LIMITED TO THE CURRENT BUSINESS TAX YEAR.

NOTE: THIS AUTHORIZATION WILL EXPIRE ON DECEMBER 31 OF THIS YEAR.

☐ NOTARIZATION OF THE SIGNATURE IS REQUIRED AND INCLUDED WITH THIS AUTHORIZATION
**AUTHORIZING OFFICER MUST BE LISTED ON THE PERSONNEL LIST MAINTAINED BY THE CONTRACTORS
STATE LICENSE BOARD OF CALIFORNIA.**

SIGNATURE OF OFFICER:

DATE:

PRINT NAME OF OFFICER:

***** NOTARIZATION *****



City of Burbank - COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

AUTHORIZATION TO REPRESENT CONTRACTOR

Recently there have been inconsistencies in some contractor/agent authorization letters submitted to the Building Division. Because of this, the Building Division has, upon the advice of the City Attorney's Office, revised the process under which a contractor may authorize an agent to operate on behalf of that contractor. Agent authorization will be accepted if:

1. An officer of the construction company completes the Authorization to Represent Contractor Form, including the notarization of the officer's signature. The officer must be listed on the Personnel List maintained by the California Contractors State License Board for the State License. Signatures of officers not listed on the CSLB Personnel List for a specific license will not be accepted.
 2. The officer must specify the limitations for the authorization. The agent may be authorized for a single project, or the agent may be authorized for the entire business tax year. If authorized for the entire business tax year, the agent's name will be added to the signature card maintained by the Building Division. However, no authorization will be carried over once a city business license expires or upon renewal of a city business license. All authorizations will expire on December 31 of each year and a new form must be resubmitted to continue the agent's authorization.
 3. Names will not be permitted to be added to previously approved forms. To add a new agent, a new form must be submitted.
 4. Forms and/or notarizations dated prior to January 1 of the current business tax year will not be accepted. The date on both the form and notarization must be current.
 5. If an agent is to be removed from the authorization list, it is the responsibility of the contractor to notify the Building Division in writing.
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